



# CITY OF ATLANTA

## Job Announcement

### Bailiff

**STARTING SALARY: \$28,602**

**Salary Grade: 11**

**Applications Accepted From: October 24, 2005 until November 4, 2005**

#### **Minimum Job Requirements**

Applicants for this position must have high school diploma or GED and one year of clerical experience required; previous security or related experience preferred; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

***Fluency in Spanish is preferred.***

#### **Duties of the Job**

This employee has the responsibility of maintaining order in the courtroom and providing administrative support to courtroom staff. Duties include, enforcing security, safety, and other courtroom rules and regulations; preparing reports, court forms and maintaining files, and performing other clerical duties; providing assistance to Judges, defendants, attorneys, and others, as necessary.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

**The examination for this position will consist of an evaluation of applicant training and experience. Any offer of employment is contingent upon the successful completion of background investigation, verification of qualifications, drug screen and physical examination.**

10/24/2005

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PS: